

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 May 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 20, Week of 20 - 26 May 1958.

1. Tutorial Training and Unofficial Testing in Skill Subjects.

The members of the staff of Clerical Refresher Training continue to receive almost daily requests for individual assistance from ~~on the~~ ~~the~~ employees who must take shorthand and/or typewriting tests outside the Agency, meet the Clerical Skills Qualification Tests, or acquire enough skill for practical use as in the case of an intelligence officer. These people for good reasons cannot attend the regular classes.

To meet these training needs, the instructors have made it possible for these employees to use shorthand tape recordings in building their speed and to use the typewriters for individual typing development. Further, assistance is offered in the selection of the proper training tapes and in the developing of shorthand skill. Periodic tests are given to determine progress. Similarly, in typewriting the instructor selects the most suitable text, studies the individual's typing techniques, and measures his typing speed. Unofficial typing and shorthand tests are administered when an Office needs to know whether the individual possesses the required skill for a certain job within that Office. The majority of the unofficial tests are given to persons who are preparing for overseas assignments.

2. Numbers in Clerical Induction Training. During the week of 20 May there were 18 people in Clerical Induction Training. Of those, 4 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 20 May the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 20 May were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	1	0
Typewriting	1	0

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5. Clerical Refresher Training Program 78 Completed on 16 May 1958. Clerical Refresher Training Program 78 ended on 16 May 1958 with students enrolled from the following Agency components: DDP, 10; DDS, 12; DDI, 20. The total number of students enrolled was 42.

6. Clerical Refresher Training Program 79 Began on 26 May 1958. Clerical Refresher Training Program 79 began 26 May 1958 with students enrolled from the following Agency components: DDP, 9; DDS, 8; DDI, 11. The total number of students enrolled was 28.

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A request is on the way to limit CRT #80 to 3 classes during June-July; and to cut out #81 (July-August). The heavy influx of new EOD's will not occur this year, according to OP, until after 1 July.

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